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[CLICK HERE FOR DHR's REPORT DATED JUNE 10, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED JUNE 17, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED JUNE 24, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED JULY 8, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED JULY 22, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED AUGUST 5, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED AUGUST 12, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED AUGUST 26, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED SEPTEMBER 23, 2011](#)

[CLICK HERE FOR CEO's REPORT DATED OCTOBER 7, 2011](#)



LISA M. GARRETT
DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 351-2921 FAX (213) 637-0820

June 10, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: Lisa M. Garrett *Lisa M. Garrett by LB*
Director of Personnel

William T Fujioka
Chief Executive Officer

Subject: PROBATION WORKFORCE REDUCTION STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department.

Seniority Lists/Workforce Reduction Plan

Probation compiled seniority lists based upon information contained in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS) and forwarded the documents to the Department of Human Resources (DHR) and the Chief Executive Office (CEO) Employee Relations (ER) on June 3, 2011. After DHR's approval, CEO ER sent the lists to the following impacted labor unions: SEIU 721; Professional Managers Association; AFSCME Local 685 (American Federation of State, County and Municipal Employees); and the Joint Council of Supervising Deputy Probation Officers.

On June 8, 2011, Probation distributed the lists to employees through its Probnert (Intranet system), email, and postings at various job sites. A copy of the notification to the employees is attached for your review, along with a copy of the May 18, 2011, notification apprising employees of a possible reduction of the workforce.

The employees and respective labor unions have been given three weeks to identify any perceived discrepancies regarding the seniority dates reflected on the list. During the subsequent three weeks, the department will investigate their claims and make any

Each Supervisor
June 10, 2011
Page 2

needed corrections. The Workforce Reduction Plan is targeted for submission to DHR for review and approval on July 20, 2011.

Meetings with the Labor Unions

CEO ER met with the unions on June 8, 2011, to discuss the workforce reduction plan. Probation and CEO were asked to confirm that the Department of Justice staffing ratios would still be met under the Probation Budget Reduction Plan. At the unions' request, CEO ER will compile specific information (e.g., an itemized summary of Services and Supplies) and meet with the unions on June 21, 2011. SEIU 721 has requested to meet with DHR on June 30, 2011, to discuss the workforce reduction process.

Transitional Services

Representatives of the Community and Senior Services/WorkSource Centers have been engaged to provide transitional services to impacted employees. This will include resume assistance, interviewing skills, and unemployment benefit training. The services will be scheduled and conducted at Probation work sites, as well as offered on a walk-in basis at the 51 WorkSource Centers located throughout the County.

Please contact me at (213) 974-2406 or Sandra K. Taylor at (213) 974-2451 if you have any questions.

LMG:SKT
BD:ah

Attachments

c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel
Chief Probation Officer

All Probation Employees,

The Department will be posting two groups of seniority lists (represented and non-represented classes) on Probnet shortly. The lists have also been sent to the Executive Leadership Team for distribution to your bureaus and work sites, to ensure that employees without regular computer access are able to see them. You may access these lists by going to Probnet or by following these links:

1. <http://probnet/TmpPostings/WhatsNew/DHRNonrep.pdf> = Non-Represented
2. <http://probnet/TmpPostings/WhatsNew/DHRRep.pdf> = Represented

Seniority lists are not Layoff lists. Should layoffs become necessary, employees impacted by the layoffs will receive additional instructions and information pertinent to them.

Seniority lists are developed using the information contained in the County's official personnel records. Posting these lists gives employees an opportunity to review their information. Additionally, if you see an error you have the opportunity to submit written documentation to Human Resources showing what the correct information should be.

If you believe an error has been made, your first step should be to arrange to review your section file with your manager. If you still feel a change is necessary, send a letter (not an email) clearly explaining what you believe the discrepancy to be, along with clear independent documentation (copies of your original hiring documents, letters from HR, or similar) of what the correct information should be. Requests for corrections must be in paper form and must be fully justified. Requests should be sent to:

Human Resources Division
Attn: Seniority List Desk
9150 East Imperial Hwy, RM B-17
Downey, CA 90242

The lists will be posted for three weeks, during which time requests for changes may be submitted.

Also included in this email is a copy of Chief Blevins' May 18th memo to all Probation employees regarding the budget situation and potential workforce reductions.

Craig Norris
HR Manager



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY - DOWNEY, CALIFORNIA 90242
(562) 940-2501



DONALD H. BLEVINS
Chief Probation Officer

May 18, 2011

TO: All Probation Staff

FROM: Donald H. Blevins
Chief Probation Officer

SUBJECT: PROBATION BUDGET UPDATE

As many of you are aware, the Probation Department faces a third straight year without a balanced budget. This is largely due to an ongoing State revenue shortfall totaling into the millions of dollars, as well as our need to fulfill current Department of Justice (DOJ) mandates in our juvenile camps. As a result, this Department has been forced to consider a possible reduction in its workforce. For some time, we have been working together with the County's Chief Executive Office to develop a plan that would reduce our budget by eliminating over-hires and vacant positions, consolidating operations, and realigning staff to meet our programming needs.

On Tuesday, May 17, 2011, the Los Angeles County Board of Supervisors voted to adopt the CEO and Probation Department's Budget Reduction Plan with an amendment directing our Department, County Employee Relations, and the represented Unions to begin negotiations with the goal of identifying budget savings and efficiencies in efforts to reduce the projected deficit. In addition to other cost-saving means, our discussions may include the likelihood of a reduction of our workforce. The Budget Reduction Plan, as voted on by the Board, directs me to work with the Director of Human Resources to begin the process of reducing staff to authorized budget levels and implement a workforce reduction plan that is consistent with Civil Service Rules. It is anticipated that our Department will be directed to eliminate approximately 211 vacant positions, 159 unfunded positions (over-hires); and 48 filled positions. This action will allow the Department to reduce expenditures by almost \$32M, which will go towards balancing the \$35M budget shortfall.

Should layoffs occur, our Department's Human Resources will work with the County's Department of Human Resources to establish a department-wide seniority list. The decision to lay off staff is never easy or desired. It is usually done with a heavy heart and as a last resort to reconcile budget shortfalls. It is our intent to assist affected employees in finding positions elsewhere, either within the Department or within the County wherever possible. We will ensure fairness, compassion, and support during this process.

Thank you for your understanding.

DHB:kw



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

June 17, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

A handwritten signature in dark ink, appearing to read "W. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PROBATION BUDGET REDUCTION PLAN

On June 14, 2011, your Board directed this Office and the Probation Department (Probation) to meet regarding Probation's concern whether they could reduce staffing as detailed in the Probation Budget Reduction Plan and still ensure required staffing ratios at the Juvenile Halls. After much analysis, Probation now agrees that the Probation Budget Reduction Plan can be implemented as originally presented to your Board.

Probation and the Chief Executive Office met on June 15 and 16, 2011, to discuss the staffing ratio calculations and other issues that needed to be taken into account, such as the high number of staff out on long term leave. In order to meet the Budget Reduction Plan staffing levels, Probation developed a revised list of specific positions to be eliminated, which would still meet the budgetary and staffing goal. This modification will be made in Supplemental Changes. Probation will also make internal reassignments by moving staff from ancillary assignments to direct supervision to ensure that staffing ratios are in compliance.

In addition to the staff reassignments, Probation must address the department's long term leave situation. The Department recognizes that an intensive effort must be made over the next several months to return as many employees as possible back to work because the number of employees on leave has doubled in one year. Probation also plans to review other operational changes to ensure that existing staff are utilized more effectively.

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Each Supervisor
June 17, 2011
Page 2

We will continue to work with your Board deputies to provide additional information and develop plans to balance the Probation Department's budget in light of the State budget issues and potential loss of Vehicle License Fee revenue.

If you have any questions, or need additional information, please contact Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov.

WTF:EFS:ef

c: Executive Office, Board of Supervisors
County Counsel
Probation



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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Board mtg. 5/17/11
Item #13
Status

June 24, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka 
Chief Executive Officer

Lisa M. Garrett 
Director of Personnel

Board of Supervisors
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PROBATION WORKFORCE REDUCTION STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation (Probation) Department.

Seniority Lists/Workforce Reduction Plan

On June 8, 2011, Probation distributed seniority lists to employees through its Probnert (Intranet system), email, and postings at various sites. Probation notified employees who are out on leave by letter.

The employees are now within the allotted three-week review period. To date, twenty-three (23) employees have requested corrections. Of these, two (2) are from employees in the impacted classifications. Probation is researching these requests to determine if they require adjustment.

Probation will remind all employees of the June 29, 2011, deadline for requesting corrections to the lists. The Workforce Reduction Plan is targeted for submission to the Department of Human Resources (DHR) on July 20, 2011.

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Meetings with the Labor Unions

The Chief Executive Office (CEO) Employee Relations (ER) notified the unions by mail on June 22, 2011, of the specific classifications and numbers of employees that may be potentially impacted by the workforce reduction. A letter was also sent to the unions notifying them about transitional services available for impacted employees. Responses to various budget questions were compiled to be sent to the unions this week. A meeting will be held with the Professional Managers Association; AFSCME Local 685 (American Federation of State, County and Municipal Employees); and the Joint Council of Supervising Deputy Probation Officers on June 29, 2011, regarding the final budget adopted by your Board on June 20, 2011. A meeting regarding the workforce reduction process was scheduled to take place on June 30, 2011, with SEIU 721. SEIU 721 has asked that this meeting be rescheduled. Follow-up information on the proceedings of these meeting will be provided in the next report.

Long Term Leave/Risk Management

The number of Probation workers' compensation claims from 2009-10 and 2010-11 year to date (Attachment 1) shows 89 more claims, most from avoidable incidents such as injuries from falls, pushing or pulling objects, or being struck by a moving motor vehicle. These numbers indicate the need for an emphasis on increased safety training and procedures.

A 2009-10 comparison of Probation and Sheriff on types of workers' compensation claims (Attachment 2) again indicates Probation has a significantly higher percentage of cases caused from falls or pushing and pulling objects.

- CEO and Probation Risk Management staff met on June 23, 2011, to determine next steps:
 - CEO Risk Management has provided Probation with current workers' compensation claims data (information provided by third party administrators).
 - CEO Risk Management will provide updated data beginning July 1, 2011 and thereafter each month.
 - CEO and Probation Risk Management staff have walked the sites where the increased number of "falls" were claimed and have not found any significant uplift, cracks or obvious reasons for the significant increase in falls. They are currently reviewing files to see if there are witnesses to these incidents or more information available to explain the number of falls.
 - During the week of June 27, 2011, CEO and Probation Risk Management

staff are meeting to focus on analyzing high priority (frequency) incidents as well as to identify cases where a single employee has made multiple claims.

- In mid-July, Probation and CEO Risk Management will finalize the Probation Safety Plan, identify specific "tailgate training" locations (onsite training at locations which have seen increased claims), and will work with management and employees at specific Probation bureaus which have seen increases in claims.
 - CEO Risk Management staff continue to make themselves available to assist Probation in both the Return to Work and Safety functions.
- CEO, DHR, County Counsel and outside counsel have begun discussions about a countywide approach to long term leave based on the principles of "return (with any necessary accommodation); retrain; reclassify; and release" to ensure consistency between departments in how long term leave is handled and to close out cases in a timely manner so that operations are not negatively impacted.
 - DHR and CEO Risk Management are exploring the concept of matching employees with work restrictions to temporarily help in any department that has work that qualifies under the work restrictions.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

WTF:EFS:LMG:ef

Attachments

c: Executive Office, Board of Supervisors
 County Counsel
 Human Resources
 Probation

Workers' Compensation Claim Count

7/1/09 - 6/30/10 through 7/1/10 - 6/22/11

CAUSE DESCRIPTION	FY 2009-10	7-1-10 to 6-22-11
ACCIDENT TYPE, NEC	2	0
— ASSAULTED, NEC	79	90
ATTACKED BY ANIMAL	1	0
— BITTEN/STUNG BY INSECT	4	10
BODY FLUID CONTACT	4	5
C.T. CARDIOVASULAR ILL.-STRESS	5	1
C.T. EMOTIONAL ILLNESS/STRESS	12	5
— C.T. OTHER PHYS. ILLNESS/STRESS	0	14
— C.T. PHYS. INJURY TO BODY PART	13	40
CAUGHT BETWEEN 2+ MOVING.OBJ.	75	74
CAUGHT BETWEEN MOVING/STAT OBJ	10	6
CAUGHT IN MACHINE OR MACH.PARTS	1	1
CONTACT/EXPOS. - SITE OF FIRE	2	0
— CONTACT/EXPOS. WORKSITE-INSIDE	49	79
CONTACT/EXPOS. WORKSITE-OUTSIDE	1	4
EXPOSURE TO INFECTIOUS DISEASE	1	3
FALL DOWN STAIR	12	11
FALL FROM CHAIR	17	18
FALL INTO SHAFT, FLOOR OPENING	3	5
— FALL ON FLOOR/PARKING LOT	114	160
FALL ON SIDEWALK - OUTSIDE BLDG	3	1
FALL ON WALKWAY INSIDE BLDG.	8	3
FALL ONTO OR AGAINST OBJECTS	23	13
HOT OBJECTS OR SUBSTANCES	1	1
INJURED IN RESTRAINING SUSPECT	25	10
INSUFFICIENT DATA TO CLASSIFY	38	40
JUMPING FROM ELEVATION	1	0
LIFT/LOWER/CARRY OBJECT(S)	42	33
— PULL OR PUSH OBJECT(S)	112	137
RECOVER FROM VOLUNT.BODY MOTION	23	31
RECOVERING FROM SLIP,LOSS BAL.	45	27
RUBBED BY LEAN/KNEEL/SIT ON OBJ	4	8
RUBBED BY OBJ. BEING HANDLED	8	11
SELF INFLICTED - ACCIDENTAL	1	1
SHOCK OR ELECTROCUTION	0	2
STRUCK AGAINST MOVING OBJECT(S)	2	1
STRUCK AGAINST STATIONERY OBJ.	28	22
STRUCK BY FALL/SLIDE/MOVE OBJ.	40	28
STRUCK BY FLYING OBJECT(S)	4	7
— STRUCK BY MOVING MOTOR VEHICLE	15	21
STUCK OR PUNCTURED	6	0
TRANSPORTATION - MOTOR EQUIP.	0	1
TRANSPORTATION - MOTOR VEHICLE	2	3
UNINTENTIONALLY INJ BY ANOTHER	6	4
TOTAL COUNT	842	931

Highlighted in red are claims that showed an increase from prior year

09-10 Comparison

CAUSE_DESC	Probation	Sheriff
ACCIDENT TYPE, NEC	0.24%	7.36%
ASSAULT – SHOT BY ANOTHER	0.12%	0.15%
ASSAULTED, NEC	9.68%	1.11%
ATTACKED BY ANIMAL	0.12%	0.64%
BITTEN/STUNG BY INSECT	0.35%	0.84%
BODY FLUID CONTACT	0.47%	1.09%
C.T. CARDIOVASCULAR ILL.-STRESS	0.00%	4.09%
C.T. EMOTIONAL ILLNESS/STRESS	1.18%	0.82%
C.T. OTHER PHYS. ILLNESS/STRESS	1.89%	1.34%
C.T. PHYS. INJURY TO BODY PART	1.65%	4.66%
CAUGHT BETWEEN 2+ MOVING OBJ.	8.85%	0.05%
CAUGHT BETWEEN MOVING/STAT OBJ	1.18%	1.58%
CAUGHT IN MACHINE OR MACH.PARTS	0.12%	0.15%
CONTACT/EXPOS. – SITE OF FIRE	0.24%	0.30%
CONTACT/EXPOS. WORKSITE-INSIDE	6.61%	0.72%
CONTACT/EXPOS. WORKSITE-OUTSIDE	0.12%	0.37%
CONTACT/EXPOSURE CAUSTICS –SITE	0.00%	0.02%
EXPOSURE TO INFECTIOUS DISEASE	0.24%	11.84%
EXPOSURE TO NOISE	0.00%	0.82%
EXPOSURE TO RADIATION-SUN RAYS	0.00%	0.72%
FALL DOWN STAIR	1.42%	0.45%
FALL FROM CHAIR	2.13%	0.47%
FALL FROM FENCE	0.00%	0.07%
FALL FROM LADDER	0.00%	0.05%
FALL FROM ROOF, ANIMAL, OTHER	0.00%	0.22%
FALL FROM SCAFFOLD,WALKWAY	0.00%	0.22%
FALL FROM VEHICLE	0.00%	0.30%
FALL INTO SHAFT, FLOOR OPENING	0.35%	0.25%
FALL ON FLOOR/PARKING LOT	13.70%	0.40%
FALL ON SIDEWALK – OUTSIDE BLDG	0.35%	1.26%
FALL ON WALKWAY INSIDE BLDG.	0.94%	2.63%
FALL ONTO OR AGAINST OBJECTS	2.72%	0.47%
GENERAL COLD-ATMOSPHERE/ENVIRON	0.00%	0.07%
GENERAL HEAT-ATMOSPHERE/ENVIRON	0.00%	0.22%
HOT OBJECTS OR SUBSTANCES	0.12%	0.15%
INJURED IN RESTRAINING SUSPECT	2.95%	13.99%

INSUFFICIENT DATA TO CLASSIFY	4.72%	0.47%
JUMPING FROM ELEVATION	0.12%	0.27%
LIFT/LOWER/CARRY OBJECT(S)	5.08%	5.77%
PULL OR PUSH OBJECT(S)	13.34%	1.16%
RECOVER FROM VOLUNT.BODY MOTION	2.83%	15.18%
RECOVERING FROM SLIP,LOSS BAL.	2.95%	2.75%
RUBBED BY FOREIGN MATTER-EYE(S)	0.00%	0.84%
RUBBED BY LEAN/KNEEL/SIT ON OBJ	0.47%	0.00%
RUBBED BY OBJ. BEING HANDLED	0.94%	0.37%
RUBBED BY VIBRATING OBJECT	0.00%	0.02%
SELF INFLICTED - ACCIDENTAL	0.12%	0.27%
SELF INFLICTED - DELIBERATE	0.00%	0.02%
SHOCK OR ELECTROCUTION	0.00%	0.10%
STRUCK AGAINST MOVING OBJECT(S)	0.24%	0.25%
STRUCK AGAINST STATIONERY OBJ.	3.19%	3.89%
STRUCK BY FALL/SLIDE/MOVE OBJ.	4.84%	3.15%
STRUCK BY FLYING OBJECT(S)	0.47%	0.02%
STRUCK BY MOVING MOTOR VEHICLE	1.30%	0.27%
STUCK OR PUNCTURED	0.71%	0.32%
TRANSPORTATION - MOTOR VEHICLE	0.24%	4.23%
TRANSPORTATION - MOTORCYCLE	0.00%	0.42%
UNINTENTIONALLY INJ BY ANOTHER	0.71%	0.05%
WIELD OR THROW OBJECT(S)	0.00%	0.27%
Grand Total	100.00%	100.00%



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WILLIAM T FUJIOKA
Chief Executive Officer

July 8, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
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Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

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PROBATION WORKFORCE REDUCTION STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation (Probation) Department.

Seniority Lists/Workforce Reduction Plan

On June 23, 2011, Probation distributed a reminder to employees to submit changes to the Seniority Lists by June 29, 2011. To date, sixty (60) employees have requested corrections. Probation is still reviewing the requests and has made twenty one (21) adjustments. The Workforce Reduction Plan is still targeted for submission to the Department of Human Resources (DHR) on July 20, 2011.

Meetings with the Labor Unions

A meeting regarding the workforce reduction process will be held at SEIU's office on July 14, 2011. Follow-up information on the proceedings of the meeting will be provided in the next report. No other meetings with the Unions have been held during this time period.

Workforce Mitigation

DHR and Probation staff has met with the Work Source Centers to plan training activities. Training on resume writing and interviewing skills has been tentatively scheduled for July 20, 2011. DHR is also proposing the conduct of a job fair the second week of August, 2011. The job fair is tentatively scheduled at the Fire Training Center in Monterey Park.

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Long-Term Leave/Risk Management

- CEO Risk Management provided fiscal year 2010-11 workers' compensation data and has started providing weekly reports on new claims to the Probation Department risk manager. CEO will continue evaluating this data for high-frequency types and locations of claims, high-dollar claims, and employees with multiple claims, and will be determining metrics for Probation to track in the future.
- The Probation risk manager is now receiving the First Report of Injury forms from the workers' compensation third party administrator on a real-time basis and will be evaluating the causes of the injuries as these are received.
- The Chief Executive Officer (CEO) and Probation are developing a list of safety-related activities and will be identifying individuals who are responsible for these activities.
- The Probation Safety Plan continues to be developed and will provide connection between risk management MAPP goals and the department's Risk Exposure Cost Avoidance Plan. The Safety Plan will include a component to evaluate the capabilities of those employees who have safety-related responsibilities and will include training in any necessary areas. The plan will also include compliance audits to assure that these responsibilities are being implemented.
- CEO and Probation will evaluate the safety staffing levels and Probation's request for additional staff.
- CEO and DHR staff met to review Probation's request to add more return-to-work staff.
- CEO Risk Management staff will be assisting Probation with updating the terms of the existing conditional work assignment agreements.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

WTF:EFS
LMG:ef

c: Executive Office, Board of Supervisors
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WILLIAM T FUJIOKA
Chief Executive Officer

July 22, 2011

To: Mayor Michael D. Antonovich
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From: William T Fujioka
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PROBATION WORKFORCE REDUCTION STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation).

Seniority Lists/Workforce Reduction Plan

To date, sixty two (62) employees have requested corrections to the seniority lists. Probation has reviewed all requests and determined that forty one (41) had merit. Of these, six (6) represent classifications expected to be impacted by the workforce reduction. Probation has adjusted the seniority lists to reflect all necessary changes. Probation management is currently reviewing the draft Workforce Reduction Plan. The Plan will then be submitted to the Department of Human Resources (DHR) for its review. DHR is targeted to complete the review of the Plan by July 29, 2011.

Meetings with the Labor Unions

A meeting was held at SEIU's office on July 14, 2011. Staff representatives from DHR, the Chief Executive Office Employee Relations Division, and Probation were present to field questions from union representatives. In addition, general information was provided on the workforce reduction process and mitigation effort. It was emphasized that the workforce reduction would be conducted in compliance with Board Policy, Civil Services Rules, and applicable Memoranda of Understanding (MOU). The Union stressed that it should receive timely updates regarding all matters related to the workforce reduction.

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No future meetings are scheduled with the unions at this time.

Workforce Mitigation

The California WorkSource Centers will conduct training workshops on resume writing and interviewing skills for Probation employees as follows:

Thursday, July 28 at Barry J. Nidorf Juvenile Hall
Friday, July 29 at Los Padrinos Juvenile Hall
Thursday, August 4 at Central Juvenile Hall

Probation employees will be encouraged to submit their resumes for review by County departments via the transfer opportunity (Bulletin #2867BR) posted on the DHR website.

A job fair will be held on August 22, 2011, at the DHS Ferguson facility in Commerce. To date, the following County departments and outside agencies have tentatively confirmed their participation: Animal Care and Control, Children and Family Services, Mental Health, Public Health, and Riverside County Probation Department.

Risk Management/Return to Work

- CEO Risk Management continues to provide workers' compensation data on a weekly basis and is now including a chart of the weekly frequency.
- CEO Risk Management provided a listing of the ten location addresses with the most workers' compensation claims during FY 2010-11.
- CEO Risk Management evaluated the accident causes for each of the top ten frequency locations. This will help identify action plans for each of these locations.
- CEO Risk Management evaluated five years of workers' compensation claims and identified 25 employees who have filed five or more claims during that period.
- CEO Risk Management will begin to evaluate new claims on a weekly basis to determine how many prior workers' compensation claims these employees had filed.
- CEO Risk Management is now providing liability claim data when there is new activity. This will also be monitored for trends.
- CEO Risk Management will work with Probation safety staff to evaluate the activities/tasks performed by Probation safety staff and make recommendations to improve efficiencies.
- CEO Risk Management, Loss Control Program, staff met with Probation risk manager to review the safety plan.

Each Supervisor
July 22, 2011
Page 3

- Probation safety officer has been added as a member of the Countywide Safety Committee, which is coordinated through CEO Risk Management. This committee last met on July 20, 2011, and will continue to meet every two months.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

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SAW:ef

c: Executive Office, Board of Supervisors
County Counsel
Human Resources



County of Los Angeles
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Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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WILLIAM T FUJIOKA
Chief Executive Officer

August 5, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**PROBATION WORKFORCE REDUCTION AND RETURN TO WORK STATUS
REPORT**

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return to work activities.

Seniority Lists/Workforce Reduction Plan

On July 27, 2011, the Probation Department submitted a Workforce Reduction Plan (Plan) to the Department of Human Resources (DHR). On August 2, 2011, following review of the Plan, DHR advised Probation of four follow-up actions, which must be completed prior to the Plan's approval. Probation has targeted the date of August 10, 2011, to address the issues identified and resubmit its Plan. Upon resubmission, DHR will have five days to review the Plan for accuracy and if appropriate, provide final approval.

Meetings with the Labor Unions

Chief Executive Office Employee Relations (CEO ER) and Probation will participate in a meeting with AFSCME Local 685 on August 8, 2011 to discuss the budget reduction plan. CEO ER, DHR, and Probation will meet with AFSCME Local 685 on August 18, 2011, to discuss the workforce reduction and mitigation efforts.

Transition Services

The California WorkSource Centers conducted training workshops on July 28, July 29, and August 4, 2011. No employees attended workshops on July 28, 2011. Two

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Each Supervisor
August 5, 2011
Page 2

employees attended workshops on July 29, 2011. Information concerning the August 4, 2011 attendance rate will be provided at a later date.

On August 1, 2011, Probation emailed employees to provide information regarding the August 22, 2011 job fair. Employees were also advised to submit resumes to the transfer opportunity bulletin, an electronic database, for review by all County departments. County hiring managers will be provided access to the database and requested to consider the Probation employees when filling their vacant positions. As of August 2, 2011, five employees have submitted resumes to the transfer opportunity bulletin. Four additional employees have contacted DHR staff directly regarding placement opportunities.

Return to Work

- The Sheriff's department is working with Probation to implement their return to work program. The first few steps in this effort includes an assessment of staffing needs; modifying their return to work procedure manual for Probation's use; and, training Probation staff on the Sheriff's interactive process used for handling return to work cases. CEO Risk Management continues to make themselves available to assist during the implementation of the Sheriff Department's protocols and procedures.
- CEO Risk Management committed to evaluate the activities, assignments, and projects of the Probation Department Safety Officer. This will allow CEO to become more familiar with departmental operations to better assist Probation with risk management concerns.
- CEO Risk Management continued to provide weekly workers' compensation and liability data.
- CEO Risk Management added information in the weekly workers' compensation data to include frequency of repeat claimants such that additional attention can be focused on employees with multiple claims.
- CEO Risk Management compiled data to establish the rate per 100 employees for the locations with the highest frequency of claims.
- CEO Risk Management discussed the proposed action plan with the Probation Risk Management Division. The Probation Department made changes to the plan, but the plan has not yet been finalized.
- CEO Risk Management began working with Probation on the conditional work assignments to identify appropriate placement of employees within the department.

Each Supervisor
August 5, 2011
Page 3

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

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WILLIAM T FUJIOKA
Chief Executive Officer

August 12, 2011

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka 
Chief Executive Officer

Lisa M. Garrett 
Director of Personnel

Board of Supervisors
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Third District

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Fifth District

PROBATION WORKFORCE REDUCTION PLAN STATUS

This memo provides an update on the status of the Probation Workforce Reduction (WFR) Plan. The following is a timeline of events this year concerning this workforce reduction:

July 27	The Probation department (Probation) submitted its initial workforce reduction plan.
Aug. 2	Department of Human Resources (DHR) reviewed and returned the Plan to Probation for revision, including the reconciliation of Probation's item control.
Aug. 10	Probation submitted their revised WFR Plan.
Aug. 11	Probation verified that item control (positions authorized and filled) had been reconciled to 2011-12 Budget.
Aug. 12	DHR reviewed and provided preliminary approval of the WFR Plan.
Aug. 18	CEO Employee Relations and Probation meet with AFSCME Local 685 on the workforce reduction plan.
Aug.-Sept	DHR, Probation and California WorkSource Centers continue transition services (job fairs, training workshops, etc.) for affected employees.
Sept. 15	Probation sends formal layoff notices out.
Sept. 30	Probation implements workforce reduction plan.

Workforce Reduction Plan

Prior to submitting its WFR Plan, Probation completed the reconciliation of its item control to the 2011-12 Budget. These updates, which have been entered in CWTAPPS, must now be reflected in the database. CWTAPPS processes transactions into the database on a weekly basis that occurs each Sunday night. Probation's changes will then be verified by DHR once the CWTAPPS report is prepared on Monday, August 15, 2011.

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Each Supervisor
August 12, 2011
Page 2

In addition to the item control, Probation completed the other follow-up items requested by DHR in the original WFR Plan submitted on July 27, 2011. The revised WFR Plan will now impact three classifications: Senior Detention Services Officer (Sr. DSO), Detention Services Officer (DSO) and Group Supervisor, Nights (GSN). In total, 194 employees will be laid off and 11 will be reduced as shown below:

Specifically, the Probation budget reduction package approved in the 2011-12 Final Changes eliminated 259 positions. The WFR Plan currently includes the following impacts:

- 6 people working as temporary Group Supervisor, Nights (GSN) would be released;
- 194 people would be laid off (176 Detention Services Officers (DSO) and 18 GSN); and
- 11 people would be bumped down into a vacancy in a lower classification where they have reversion rights (10 Sr. DSO and one DSO).

The release of temporary employees, the demotions and the layoffs are planned for Sept. 30, 2011.

Once DHR completes its final review of the WFR Plan, the Plan will be forwarded to CEO Budget, CEO Employee Relations, Probation, and DHR Diversity. Following this review, CEO ER will meet with the Unions and the WFR Plan will be released to employees.

It is important to note that these numbers will keep changing over time due to natural attrition as employees retire, voluntarily leave County service, transfer or promote to a different classification, etc. Probation and DHR will continue to review the Plan and the number of employees impacted through the date of the scheduled layoffs.

If you have any questions, please contact me or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

WTF:EFS:ef

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation



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WILLIAM T FUJIOKA
Chief Executive Officer

August 26, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

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PROBATION WORKFORCE REDUCTION AND RETURN TO WORK STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return to work activities.

Seniority Lists/Workforce Reduction Plan

As reported in the August 12, 2011 memorandum to your Board, Probation submitted a revised Workforce Reduction Plan (Plan) to the Department of Human Resources (DHR) on August 10, 2011. DHR approved the Plan on August 15, 2011 and submitted it to Chief Executive Office (CEO) Budget, CEO Employee Relations (CEO ER), and DHR Diversity. CEO ER forwarded the approved Plan to the Unions on August 15, 2011.

Mandatory trainings for Probation managers and supervisors relative to issuing layoff notices to staff will be held on August 31, 2011 at Los Padinos and Central Juvenile Hall, and on September 1, 2011 at Barry J. Nidorf Hall.

Layoff notices will be given to the impacted staff on September 15, 2011. The layoffs and releases of temporary staff will be effective September 30, 2011.

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Meetings with the Labor Unions

CEO ER and Probation met with AFSCME Local 685, SDPO Association, PMA, and SEIU Local 721 on August 8, 2011, to discuss the budget reduction plan. AFSCME Local 685 has provided an online mechanism for employees to submit ideas on budget saving measures. Employees' ideas will be reviewed and vetted during the next two to three weeks.

CEO ER, DHR, and Probation met with AFSCME Local 685, SEIU Local 721, the Professional Managers Association (PMA), and the Joint Council of Supervising Deputy Probation Officers on August 18, 2011 to discuss the workforce reduction and mitigation efforts. Another meeting was held on August 25, 2011 regarding the operational impact of implementing the layoffs in the juvenile halls.

The Unions expect to meet weekly with Probation to address the layoffs and related issues.

Transition Services

Six employees participated in the training workshops conducted by the California WorkSource Centers and 24 employees attended the August 22, 2011 job fair. Representatives of the County of Santa Barbara Probation Department, Goodwill of Southern California, and California WorkSource Centers attended the job fair, along with the following Los Angeles County departments:

1. Animal Care and Control
2. Children and Family Services
3. Fire
4. Mental Health
5. Public Health
6. Sheriff

DHR is also forwarding employee resumes to Departmental Human Resources Managers in various departments for review and hiring consideration.

Risk Management / Return-to-Work

- As of August 23, 2011, Probation reported that:
 - Currently 433 employees are off work due to medical reasons. Of these, 337 employees are off work claiming an industrial injury and an additional 96 employees are off for other medical reasons.
 - During June and July, 2011, 144 employee claims were processed and their cases resolved. Employees were returned to work in various capacities or have retired. During the same timeframe, 159 new cases have been filed resulting in a net increase of 15 pending cases (Table 1).

Table 1

Return-to-Work Statistics	June	July	Total
Cases Processed/Resolved			
Returned to work (full duty)	53	34	87
Returned to work – Conditional Assignment	2	4	6
Returned to work – Work Hardening Assignment	14	20	34
Out of service (retired, transferred, resigned)	12	5	17
	Total		144
New Cases Filed			
Number of new Industrial Accident cases	64	47	111
Number of new medical cases	29	19	48
	Total		159

- The Probation Safety Action Plan has been completed (attached).
- The Safety Plan is being implemented.
- The Sheriff's Department will provide Probation Department Case Managers and on-site Return to Work (RTW) Coordinators with training on RTW procedures on August 29, 30, 31 and September 1, 2011. CEO Risk Management will review all training material and provide feedback if needed.
- CEO Risk Management continues to support specific RTW tasks as requested by Probation, such as assisting with conditional assignments.
- The Department has reviewed five years of the workers' compensation data and identified employees with multiple industrial accident claims. The Department and CEO Risk Management will be reviewing cases with an unusually high number of claims.
- The facilities with the highest frequency of claims are the juvenile halls and they are due to "injured in restraining suspect" or "assaulted".
- In regard to the excessive claims, the Department initiated an accident investigation review process and has implemented Preventive Action Plans with various bureaus and operations management based on accident investigation findings.
- Probation has implemented a weekly safety meeting including CEO-Loss Control and Prevention Section participation.
- The CEO is currently researching several staffing models to improve the Probation safety function. For example, the Department of Public Works (DPW) has a strong safety program. Implementing the DPW model at Probation would require additional safety staff. Probation workers' compensation claims

Each Supervisor
August 26, 2011
Page 4

increased by 12 percent during the past year. Improving the Probation safety function has become a primary area of focus moving forward.

- CEO-Loss Control and Prevention Section conducted four sites assessments.
- CEO-Loss Control and Prevention Section continued to provide weekly workers' compensation and liability data.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

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SAW:ef

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation

DRAFT #2
Probation Department
Action Plan
July 25, 2011

Fiscal 2010-11: Top 10 Workers' Compensation Frequency Count

CAUSE DESCRIPTIONS	COUNT	TOTAL INCURRED	TOTAL PAID
FALL ON FLOOR/PARKING LOT	160	\$4,262,931	\$726,679
INJURED IN RESTRAINING SUSPECT	100	\$3,077,608	\$488,982
ASSAULTED, NEC	90	\$2,572,697	\$416,604
CONTACT/EXPOS. WORKSITE-INSIDE	80	\$1,323,625	\$168,334
C.T. PHYSICAL INJURY TO BODY PART	76	\$1,963,912	\$460,184
CAUGHT BETWEEN 2+ MOVING OBJ.	74	\$1,980,421	\$504,128
LIFT/LOWER/CARRY OBJECT(S)	37	\$619,781	\$126,922
RECOVER FROM VOLUNT.BODY MOTION	31	\$1,123,468	\$164,367
RECOVERING FROM SLIP,LOSS BAL.	29	\$527,466	\$97,746
STRUCK BY FALL/SLIDE/MOVE OBJ.	29	\$462,132	\$67,626

Fiscal 2010-11: Top 10 Workers' Compensation Frequency County by Locations

ACCIDENT ADDRESS	COUNT	NO. of EMPLOYEES	RATE PER 100 EMPLOYEES
16350 FILBERT – Juvenile Hall	146	478	30.5
1605 EASTLAKE AVE. - Juvenile Hall	122	617	19.8
7285 E. QUILL DR. - Juvenile Hall	122	540	22.6
5300 W. AVENUE I - Camp	90	364	24.7
9150 E IMPERIAL HWY. -HQ	75	373	20.1
28700 N. BOUQUET CANYON RD. – Camp	33	59	55.9
1500 S MCDONELL - Camp	31	106	29.2
1900 N SYCAMORE - Camp	25	62	40.3
42230 LAKE HUGHES RD. - Camp	19	49	38.8
6631 N. STEPHEN RANCH RD. -	17	62	27.4

Task	Responsible Person	Due Date
1) Conduct quarterly audits of facility/office inspections for the following locations: <ul style="list-style-type: none"> • 16350 Filbert - Juvenile Hall • 1605 Eastlake Ave. – Juvenile Hall • 7285 E. Quill Drive. - Juvenile Hall 	Probation Safety Officer	September 2011 and on-going
2) Provide CEO-Risk Management Ergonomics Tips to all staff.	Probation Bureau Consultants	September 2011 and on-going
3) Provide Probation Safe Practices and Rules for your Safety policy to all staff.	Probation Bureau Consultants	September 2011 and on-going
4) Initiate accident investigations when there is a potential for staff injuries based on the receipt of e-mails alerts from Detention Services Bureau (DSB) and Residential Treatment Services Bureau (RTSB) by reviewing: <ol style="list-style-type: none"> 1. E-mail alerts of incidents 2. Preliminary Incident Reports (PINS) 3. Special Incident Reports (SIRS) 	Probation Loss Control and Prevention, Program Analyst	October 2011 and on-going
5) Initiate accident investigations by reviewing: <ol style="list-style-type: none"> 1. 5020s as soon as they arrive from the Third Party Administrator 2. Requesting a copy of the Employee's Report of Accident and the Supervisor's Investigative Report 	Probation Loss Control and Prevention, Program Analyst and Probation Safety Officer	Weekly and on-going
6) Initiate and implement Preventive Action Plans (PAP's) with various bureaus and operations management based on accident investigation findings.	Probation Risk Management Division	September 2011 and on-going
7) Develop and Implement an Ergonomics Program Policy.	Probation Safety Officer	September 30, 2011
8) Provide IIPP/Safety Orientation and Risk Reduction training to each bureau management staff.	Probation Risk Manager and Safety Officer	December 2011
9) Meet with CEO-LCP on a monthly basis to report progress.	Probation Risk Manager and CEO-LCP	On-going
10) Implement a quarterly Department Safety Meeting chaired by Upper Management with assistance from the department Risk Management Office.	Probation Designated Management and Risk Management Office (Participate by the CEO-LCP)	October 2011 and on-going



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September 23, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

PROBATION WORKFORCE REDUCTION AND RETURN TO WORK STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return-to-work activities.

Seniority Lists/Workforce Reduction Plan

Layoff notices were mailed to the impacted staff (148 Detention Services Officers and 16 Group Supervisor, Nights) on September 12, 2011. Employees were thanked for their service to the County and given the option to meet in-person with a Probation manager to discuss the layoffs, which will be effective September 30, 2011. To date, 93 employees have elected to meet with a manager. Two of the 148 Detention Services Officer (DSO) positions slated for layoff have already been vacated, bringing the overhire/layoff number for DSOs down to 146.

Layoff Informational Seminars for employees were held on September 20, 21, 22, 2011 and today. Representatives from LACERA, Rapid Response, Goodwill of Southern California, and Employee Benefits provided information to employees on retirement, unemployment insurance claims, employment and training opportunities, financial planning services, COBRA, etc.

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Meetings with the Labor Unions

Chief Executive Office (CEO) Employee Relations, Probation, and the Department of Human Resources (DHR) met with AFSCME Local 685, SDPO Association, and PMA on September 13, 2011 to address the layoffs and related issues. The unions voiced concerns about the impact of the layoffs and will be submitting a proposal to address their concerns.

Transition Services

Sixty one employees and ten employers (listed below) attended the job fair DHR and Probation, hosted on September 13, 2011.

County Departments:

Agricultural Commissioner
Children and Family Services
Health Services
Internal Services
Mental Health
Public Health
Public Works

Non-County Agencies:

County of San Diego
California WorkSource Centers
Goodwill

To date, layoff has been mitigated for one Detention Services Officer (DSO) who will be hired as a Medical Case Worker II at Mental Health, effective September 26, 2011. DHR continues efforts to place the remaining employees who have submitted resumes. Of these, only 22 employees have provided release forms so that other departments can review their personnel files. The Department of Public Social Services will be reviewing the files to conduct hiring interviews for Eligibility Worker vacancies.

The Sheriff's Department (Sheriff) is proceeding with consideration of DSOs who have begun the background process for Custody Assistant positions. Sheriff conducted a meeting with interested employees on September 20, 2011, to initiate the background process. The background process will extend beyond September 30, 2011 and employees will need to be hired from the re-employment list.

Return to Work

- On September 14, 2011, CEO Risk Management (RM) staff were at the Probation department to identify if any Deputy Probation Officers II (DPO II) currently off work could perform temporary modified work as part of the AB 109/Post-Release Community Supervision (PRCS) Program.
- On September 15, 2011, the workers' compensation third-party administrator, Acclamation Insurance Management Services (AIMS), was instructed to forward

job descriptions developed for the PRC-Deputy Probation Officer II (field & office) and PRC-Deputy Probation Officer II (office only) positions for the PRCS Program to the medical providers, who were asked to comment on whether or not any of the employees identified could perform either assignment on a temporary basis. As of September 22, 2011, six responses had been received. One employee has been approved for either type of assignment and two employees have been approved for the office only assignments.

- CEO-RM continues to analyze Probation's Long Term Leave (LTL) report to determine if any employee meets the criteria to be medically released under Civil Service Rule 9.08 (c). Thus far, recommendations have been made on five individuals who may be eligible for medical release.
- CEO-RM staff will continue to assist Probation with their return-to-work efforts.
- Attached is a chart showing changes in long term leave numbers for five key Probation classifications.

Risk Management

- On September 14, 2011, CEO met with the Probation Risk Manager to discuss the Departmental Safety Committee (Committee). The Committee will be chaired by Probation Administrative Deputy, DeWitt Roberts, and the first meeting will be scheduled in October, 2011.
- CEO requested that Probation create two sub-committees to address the high workers' compensation claims in the two areas: 1) Safe Crisis Management and 2) Field and Office Ergonomics. The sub-committees will be meeting on a monthly basis. The sub-committee members consist of directors from the juvenile halls and camps. The first meetings are scheduled after the Departmental Safety Committee.
- CEO continues to provide weekly workers' compensation and liability data.
- CEO referred one workers' compensation claimant to Probation to be monitored because the employee has filed five claims in the last five years.
- CEO and Probation determined there are no procedures for employees to report an injury without filing for workers' compensation. The Probation Risk Management office will draft a directive to incorporate this procedure.
- CEO will contact the Department of Public Health to request a train-the-trainer program for Probation Risk Management staff relating to food safety. Probation staff working in the kitchens will then be trained on this subject.
- Probation reported that they have created a global email to allow supervisors and employees to request assistance from the Probation Risk Management office. This email will also be used to disseminate safety information to all staff.

Probation and Internal Services Department (ISD) Workers' Compensation Claim Comparison

	Claim Count per Dept. (FY 2010-11)	Number of Employees at Downey Facility	Claim Count at Downey Facility	Rate per 100 Employees
Probation	943	540	43	8.0
ISD	104	717	15	2.0

Note: Additional analysis is being conducted to validate the number of Probation employees at the headquarters location and also to evaluate the work location of 25 of the claims currently allocated to headquarters.

Probation Workers' Compensation Investigation

- On September 8, 2011, CEO-RM staff met with AIMS, the third-party administrator managing Probation workers' compensation claims, to reaffirm aggressive claims investigation protocols.
- CEO-RM and AIMS staffs identified five workers' compensation claims where immediate additional investigations are required.
- AIMS completed four additional surveillance referrals, one activity check referral, and one financial activity investigation referral.
- On September 14, 2011, CEO-RM and Probation staff met to discuss the appropriate protocols for reporting suspected potential workers' compensation fraud.
- During that meeting, an additional five workers' compensation claims were identified requiring additional investigation and were referred to AIMS.
- CEO-RM and Probation staff will meet the week of September 26, 2011, to plan additional workers' compensation anti-fraud training. Such training will be provided by CEO-RM.
- CEO-RM, in collaboration with AIMS, continues to provide workers' compensation claims administration assistance to Probation.

Each Supervisor
September 23, 2011
Page 5

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or Director of Personnel, Lisa M. Garrett at (213) 974-2406.

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SAW:ef

Attachment

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 Human Resources
 Probation

K:\Probation Project 2011\09.23.11 Probation Workforce Reduction Plan.Docx

PROBATION LONG TERM LEAVE STATUS

<u>Classification</u>	<u>Aug. 28, 2011</u>	<u>Sept. 22, 2011</u>	<u>Comments</u>
Sup. Deputy Probation Officer	4	5	1 new case; 1 pending medical release in the works
Deputy Probation Officer II	34	38	1 returned to work; 5 new cases; 2 pending medical releases in the works
Deputy Probation Officer I	32	33	1 returned to conditional assignment; 1 retired; 3 new cases
Detention Services Officer	76	81	1 retired; 6 new cases
Group Supervisor Nights	31	31	No changes

Note: Long term leave includes leaves over six months.



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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 7, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the name and title of the Chief Executive Officer.

Lisa M. Garrett
Director of Personnel

A handwritten signature in black ink, appearing to read "Lisa M. Garrett", is written over the name and title of the Director of Personnel.

PROBATION WORKFORCE REDUCTION AND RETURN-TO-WORK STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return-to-work activities.

Seniority Lists/Workforce Reduction Plan

On September 29, 2011, your Board postponed layoffs pending outcomes of an October 4, 2011, closed session to consider staffing for Assembly Bill (AB) 109. Employees were notified of the postponement by postal mail, electronic mail, and in person and/or by telephone. During the closed session, your Board approved a second postponement of the layoffs until October 11, 2011, at which time Probation will have re-assessed layoff needs as a result of interim AB 109 promotions. Employees were notified of the second postponement on October 4, 2011.

The number of employees to be impacted continues to decline due to attrition and various efforts to minimize impact. Currently, the workforce reduction will impact 91 Detention Services Officers (DSO) and nine Group Supervisor Nights (GSN). In addition, six temporary GSNs will be released.

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Meetings with the Labor Unions

The Chief Executive Office (CEO) Employee Relations, Probation, and the Department of Human Resources (DHR) met with AFSCME Local 685, SDPO Association, and PMA (unions) on September 15, 2011, to address the layoffs and related issues. On September 29, 2011, an attorney for Local 685 provided written communication to Probation that confirmed agreements made during the meeting, which included meeting every 60 days to review departmental promotions of DSOs to Deputy Probation Officer positions, and an exception that was made to the Memorandum of Understanding bid process provisions for the purpose of mitigating the current layoffs.

An October 4, 2011 meeting and an October 5, 2011 conference call with the unions were canceled as a result of the layoff postponement.

Transition Services

The Department of Children and Family Services has extended job offers to seven DSOs for four Transportation Worker and three Group Supervisor II positions. These hires are contingent upon the completion of Live Scan and the employees' status on the layoff list. One additional DSO was hired by the Department of Mental Health as a Medical Case Worker II, effective September 23, 2011.

Probation notified employees on September 22, 2011, of opportunities to voluntarily demote in lieu of layoff to lower-level clerical vacancies in their department. Employees were advised to submit interest by October 4, 2011.

DHR continues efforts to place the remaining employees that are impacted by the workforce reduction. The Sheriff's Department is still conducting backgrounds on the 45 employees interested in Custody Assistant positions.

Risk Management

Return-to-Work:

- CEO staff has been co-located at Probation headquarters assisting with various return-to-work projects.
- Workers' compensation third-party administrator, Acclamation Insurance Management Services (AIMS), has provided additional responses from medical providers approving three additional employees for the AB 109/Post-Release Community Supervision Program. A total of nine employees will be assigned to

locations already identified by Probation. CEO staff will follow-up with AIMS and continue to coordinate these efforts.

- The CEO continues to assess the employees on conditional assignments and will be making recommendations for referrals to DHR to explore countywide job search according to DHR Policy PPG 621 – Interdepartmental Placement Of Employees Returning To Work Following Approved Leave.
- The CEO has identified an additional 20 employees from the Long Term Leave report, to determine those that may meet the criteria for countywide job search, disability retirement, or medical release. The total number of employees identified is now 35.

Workers' Compensation:

- Since September 23, 2011, five additional employer level (Arising Out of Employment / Course of Employment) investigations have been assigned for a total of ten investigations currently underway.
- On October 4, 2011, CEO and Probation staffs met to facilitate workers' compensation anti-fraud training for Probation personnel. Such training will be provided by CEO and focus on identifying and reporting suspected workers' compensation fraud.
- The CEO, in collaboration with AIMS, continues to provide workers' compensation claims administration assistance to Probation.

Loss Control and Prevention/Safety:

- On September 29, 2011, at the CEO and Probation monthly meeting, CEO met with Probation to discuss the action plan progress. See attached document for updates.
- The CEO continues to provide Probation's Risk Management Section with weekly workers' compensation and liability data.
- One workers' compensation claimant was referred by the CEO for review because the employee has filed four claims in the last five years.
- On September 26, 2011, CEO assisted Probation by performing a facility inspection at Los Padornos Juvenile Hall. The Probation Risk Manager will send out inspection reports 30 days after the completed inspection. Follow-up inspections will be performed 60 days after the initial inspection to ensure any

Each Supervisor
October 7, 2011
Page 4

issues discovered have been addressed. Due to the different types of facilities at Probation, staff will meet to create standard forms to be used for their onsite inspections.

- On October 4, 2011, CEO attended the Probation weekly meeting. Various topics were discussed at the meeting. Including:
 - CEO staff will provide a “train-the-trainer” food safety program for Probation Risk Management staff. The CEO will assess the kitchen facilities in advance to customize the training to Probation kitchen operations.
 - A Safety Orientation Checklist has been revised to include Housekeeping Practices, Office Safety Material, Office Ergonomics tips, and Lockout/Blockout information.

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or Director of Personnel, Lisa M. Garrett at (213) 974-2406.

WTF:EFS:LMG:
SAW:cg

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation

**Probation Department
Action Plan
FY 2011-12**

Task	Responsible Person	Due Date	Status Update
1) Conduct quarterly audits of facility/office inspections for the following locations: <ul style="list-style-type: none"> • 16350 Filbert - Juvenile Hall • 1605 Eastlake Ave. - Juvenile Hall • 7285 E. Quill Drive. - Juvenile Hall 	Probation Safety Officer	September 2011 and on-going	9/29/11 – Completed this task. Probation also inspected Camp Challenger, located at 5300 W. Avenue I, Lancaster. Camp Challenger consists of six camps and one school.
2) Provide CEO-Risk Management Ergonomics Tips to all staff.	Probation Bureau Consultants	September 2011 and on-going	9/29/11 – Probation send a special bulletin to all staff on “Housekeeping Practices and Office Safety” on 9/29/11.
3) Provide Probation Safe Practices and Rules for your Safety policy to all staff.	Probation Bureau Consultants	September 2011 and on-going	9/29/11 – Probation send a special bulletin to all staff on “Safe Practices and Rules for Your Safety” on 9/29/11. This policy was last updated on May 2008.
4) Initiate accident investigations when there is a potential for staff injuries based on the receipt of e-mails alerts from Detention Services Bureau and Residential Treatment Services Bureau by reviewing: <ol style="list-style-type: none"> 1. E-mail alerts of incidents 2. Preliminary Incident Reports 3. Special Incident Reports 	Probation Loss Control and Prevention, Program Analyst	October 2011 and on-going	9/29/11 – Received one alert. Preliminary Incident Reports was created due to a fight at Camp Kirby.

ATTACHMENT

Task	Responsible Person	Due Date	Status Update
5) Initiate accident investigations by reviewing: 1. 5020s as soon as they arrive from the Third Party Administrator 2. Requesting a copy of the Employee's Report of Accident and the Supervisor's Investigative Report	Probation Loss Control and Prevention, Program Analyst and Probation Safety Officer	July 2011 and on-going	9/29/11 – CEO met with Probation safety staff to discuss the tracking of the 5020s accident investigations on 9/23/11. A new form has been created to be used for accident investigations.
6) Initiate and implement Preventive Action Plans (PAP) with various bureaus and operations management based on accident investigation findings.	Probation Risk Management Division	September 2011 and on-going	9/29/11 – No new PAPs created.
7) Develop and implement an Ergonomics Program Policy.	Probation Safety Officer	September 30, 2011	9/29/11 – Pending
8) Provide IIPP/Safety Orientation and Risk Reduction training to each bureau management staff.	Probation Risk Manager and Safety Officer	December 2011	9/29/11 – Pending approval. Probation Risk Manager will provide a draft of the IIPP by 10/14/11.
9) Meet with CEO-Loss Control and Prevention (LCP) on a monthly basis to report progress.	Probation Risk Manager and CEO-LCP	July 2011 and on-going	CEO-LCP met with Probation on 9/29/11. Next meet is scheduled on 10/27/11.
10) Implement a quarterly Department Safety meeting chaired by upper management with assistance from the department Risk Management Office.	Probation designated Management and Risk Management Office (Participation by CEO-LCP)	October 2011 and on-going	10/4/11 – CEO discussed potential topics to be discussed at the first Safety Committee meeting. The meeting is pending to be scheduled in October 2011.